CALIFORNIA STATE BOARD OF EDUCATION   ITEM #   7

APRIL 2003 AGENDA

SUBJECT	X	ACTION
Guidelines for Administering, Scoring, and Reporting Locally Adopted Tests of Achievement for Use as Indicators in the Alternative Schools Accountability Model.		INFORMATION
		PUBLIC HEARING

Recommendation:

Adopt *Guidelines for Administering, Scoring, and Reporting Locally Adopted Tests of Achievement for Use as Indicators in the Alternative Schools Accountability Model*.

Summary of Previous State Board of Education Discussion and Action

In December 2002 and February 2003 the Board approved eight assessment instruments for use as locally adopted measures of achievement in the Alternative Schools Accountability Model (ASAM) subject to development and Board approval of formal administration and reporting guidelines. These guidelines were presented as information to the Board in March 2003 and are now presented for approval.

Summary of Key Issue(s)

 None.

Fiscal Analysis (as appropriate)

None

Attachment(s)

Attachment I: Guidelines for Administering, Scoring, and Reporting Locally Adopted Tests of Achievement for Use as Indicators in the Alternative Schools Accountability Model
(Pages 1-5)

Guidelines for Administering, Scoring, and Reporting Locally Adopted Tests of Achievement for Use as Indicators in the Alternative Schools Accountability Model

The California State Board of Education has approved several assessment instruments for schools registered in the Alternative Schools Accountability Model (ASAM). These tests can be administered to qualifying students to assess student achievement relative to the California English/Language Arts (E/LA) and Mathematics content standards. These approved instruments are intended for use in conjunction with California's State Testing and Reporting (STAR) assessment program. Results of these additional assessments may be used both for student placement and achievement purposes and for inclusion as part of the participating school's ASAM accountability profile. (See <http://www.cde.ca.gov/psaa/asam/> for a description of the ASAM system and the approved instruments.)

This document contains general administration and reporting guidelines that pertain to all approved instruments. Please refer to the administration manual for each selected instrument for test-specific administration procedures.

Assessment Selection

How may ASAM schools select an approved assessment instrument?
Key to the valid use of any assessment instrument is the application of appropriate selection criteria. Evidence must be provided that the test selection process was overseen and approved by school personnel with sufficient training in testing and with appropriate legal authority. Each ASAM school must maintain evidence that assessment selection was overseen consistent with state regulations and industry standards (APA/AERA/NCME, 2001).[1] Such evidence may include the experience and training of individuals responsible for selection and documentation of the selection process (e.g., agendas and minutes of selection committee meetings). All selection decisions must be shown to be consistent with relevant school policies (e.g., local board resolutions authorizing the approval process and approving final instrument selection).

Student Eligibility

Student Eligibility for Participation in this Testing Process

How long (days) must students be enrolled in the ASAM school before the assessment instruments are administered?
Students may be tested immediately upon enrollment in the ASAM school through the twentieth day of enrollment so long as it has been determined that the assessment administration will yield reliable and valid results of the students' academic achievement to date.

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[1] American Educational Research Association, American Psychological Association, and National Council on Measurement in Education; 1999, *Standards for Educational and Psychological Testing.* Washington DC: American Psychological Association.

Are there any behavioral or academic qualifications for participation?
Eligible students must be deemed to be in "good standing" relative to school, district, and state regulations. No student who has been either suspended or expelled from the ASAM school in question may participate in this testing program during the period of suspension or expulsion.

Must all eligible students be tested within a given timeframe?
Pre-testing must occur within 20 days of a student's continuous enrollment in the ASAM school, subject to the recommended norming periods2 for specific approved tests. (See the administration manual and technical support documents for each approved test to determine appropriate administration windows.)

Proctor Eligibility

Proctor Eligibility for this Additional Testing Process

May only certificated staff proctor assessments?
Any certificated staff trained on appropriate administration guidelines may proctor ASAM assessments. In addition, trained and qualified paraprofessionals under the direct supervision of a certificated staff member may also proctor ASAM assessments.

What training must be provided to proctors on proper administration procedures and test security?
All proctors must receive copies of these guidelines as well as those provided in the administration manual for each locally adopted assessment instrument. School officials are required to provide adequate training for potential proctors and make knowledgeable staff available to proctors for follow-up questions. School administrators and designees must monitor all assessment administrations to ensure adherence to all relevant and appropriate guidelines and must attest that the administration procedures were applied properly upon submission of annual ASAM assessment results.

May the student's current classroom teacher participate in the assessment administration process?
All certificated staff, including the students' current instructor(s), may proctor assessments. Administrators must ensure that any relationships with students do not bias the administration process and unduly influence assessment results.

Administration

Administration Window/Frequency

Is there an official (statewide) testing window or may students be tested immediately upon meeting eligibility requirements?

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2 Norming Requirements: Some of the approved assessment instruments have specific norming requirements related to when they can be administered. Where appropriate, these norming requirements must be adhered to.

Students must be pretested within 20 days following initial continuous enrollment, subject to the norming requirements of the selected instrument.

When may students be eligible for posttesting?
Posttesting should be preceded by appropriate instruction based on the student's needs and relevant content standards for each student's course of study. Posttesting may not occur prior to 30 instructional days after the pretest administration. Instrument-specific recommended posttest periods may be determined by consulting the relevant administration manual and other technical support material for a given assessment instrument.

What are allowable form procedures for posttesting?
Pre and posttests cannot be conducted using identical forms. Alternate forms must be used where a substantial number of items differ from those on the pretest. For the computer adapted tests, this is not a concern since the adaptive process creates the equivalent of different forms across administrations.

Materials Provided for Administration

What materials may be provided to support assessment administration?
Unless otherwise indicated as required to support the administration of a specific approved ASAM assessment instrument, only materials appropriate for STAR testing may be used for ASAM assessment administration. (See <http://www.startest.org/pdfs/distcoord.pdf> for approved STAR support materials.) Typical administration support materials are subject to the specific testing requirements as outlined in the manual for each assessment. They include: testing booklets, number 2 pencils, answer sheets, scratch paper, computers, and keyboard.

Time Allowed for Each Test/Test Section

How much time may be allowed for overall test administration and for each test subsection?
Timing for each instrument should be determined based on information provided in the relevant test administration manual. Time accommodations that invalidate test norms and results are not permitted.

Make-Up and Retesting

Under what circumstances is make-up testing acceptable?
Students may be pretested at any point within the initial 20 day window described above. Posttesting may occur at any point following appropriate instruction, subject to the required 30-day interval and the norming and administration requirements for each approved assessment instrument.

Security and Storage Requirements

What security provisions must be implemented?
Schools must develop and implement test security guidelines and procedures. Assessment instruments must be stored in a secure, locked location with controlled access prior to and following each test administration. An ASAM Test Security Agreement must be signed by site-based assessment coordinators or principals to ensure security of the materials. Only individuals directly involved in the assessment process should be provided access to test materials and answer documents. Security procedures should be included as part of the training requirements described above. The principal of each ASAM school that submits data on locally adopted test indicators for accountability purposes must annually attest that the school fully implemented its assessment security plan.

Computer administered tests must be protected by individual password, as described in specific instrument administration guidelines.

Accommodations

What accommodations must be provided for special education students and English Language Learners?
All instruments approved for ASAM assessment have been reviewed for their appropriateness for special populations, including special education students and English Language Learners (ELLs). Unless otherwise indicated as specifically allowable for an approved ASAM assessment instrument, only accommodations approved for STAR testing may be used for ASAM assessment administration. (See <*http://www.startest.org/pdfs/distcoord.pdf*>) for approved STAR accommodations.)

Scoring Methods

Must scoring be provided by the test publisher or a private scoring service external to the school?
Schools are encouraged to use external scoring services to ensure the accuracy and integrity of the scoring process. However, ASAM schools with the appropriate expertise and support materials (scoring software) may score student assessment work locally if they develop a security plan that guarantees the integrity of the scoring process.

Which staff are eligible to score the assessment instrument?
All certificated local staff (and supervised paraprofessionals), properly trained and familiar with all security provisions, may participate in the scoring process under the supervision of the school principal or his/her designee. All scoring activities must be consistent with any requirements detailed for each specific approved assessment instrument.

Record Keeping

What records must be maintained to certify the accuracy of the scoring process?
ASAM schools must maintain original answer documents for a period of at least three years.
(For computer-administered instruments, printed reports summarizing the student's performance
may substitute for an original answer document.) Upon submission of annual ASAM assessment
results, the principal of each ASAM school must attest that the scoring process was applied
accurately, consistent with the local security plan.

How are records kept for computer administered and adapted tests?
Printed, paper copies of test scores from computer administered and adapted tests must be
kept on file for a period of three years.

Reporting

What data must be submitted for each student tested?
Each school must submit the following data, for each student tested:

- Local student ID number (as available)
- Test name
- Dates pre and post tests were administered
- Any test accommodations used
- Scores on each assessment instrument (total score and subscale scores)
- Student demographics

  – Date of birth
  – Grade level
  – Gender
  – Language fluency and home language
  – Special program participation
  – Participation in free/reduced lunch
  – Ethnicity
  – Learning deficiency or disabilities
  – District mobility
  – Parent education

When must each school submit annual ASAM assessment data?
Schools following a traditional school calendar year must submit ASAM assessment results by
June 30 every year. Schools following a 12-month calendar ending before May 31 must submit
ASAM assessment results 30 days after the official end of the school year.

In what format must annual ASAM assessment data be submitted?
The California Department of Education will provide specific instructions and formats for the
annual electronic submission of ASAM assessment data.